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## MontCAS Montana Comprehensive Assessment System January 2006 Newsletter

### Spring 2006 MontCAS Testing Windows

Feb. 13 - March 29	Phase 2, CRT-Alternate	Grades 3-8 and 10 Reading and Math
March 6 - March 29	Phase 2, CRT	Grades 3-8 and 10 Reading and Math
March 22 - April 12	Phase 1, NRT and NRT Alternate Assessment Scales	Grades 4, 8, 11 Language Arts, Reading, Math, Social Studies, and Science

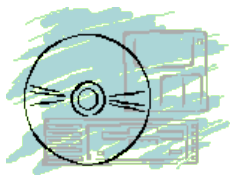
The required National Assessment of Education Progress (NAEP) tests in Reading and Math in grades 4 and 8 are administered in odd-numbered years. The next administration of the required NAEP reading and math in grades 4 and 8 will be in 2007.

### Training for Spring 2006 MontCAS Test Administration

#### ❖ Materials

Riverside Publishing and Measured Progress will mail pretest packages to system test coordinators. Riverside will mail these packages February 1-3, 2006. Measured Progress will mail the packages on January 26, 2006. Each package will include information, manuals, and CDs. Some systems may receive multiple copies of some of the materials. The number of copies is dependent on the size of the system.

- Included in the pretest package from Riverside are the MontCAS, Phase 1 *Test Coordinators Guide* and a CD with test administration training for Phase 1 and the *OPI Guidelines and Procedures for Test Security*.
- Included in the pretest package from Measured Progress are the MontCAS Phase 2 *CRT Test Coordinators Manual* and a CD with test administration training for Phase 2 and the *OPI Guidelines and Procedures for Test Security*.



### The CDs contain the following

- A narrated PowerPoint with test administration information including a PDF file with the script to the Powerpoint
- A PowerPoint summary of *OPI Guidelines and Procedures for Test Security* including a PDF file with the script to the Powerpoint

A **CRT-Alternate** training CD will be provided for each teacher administering the CRT-Alternate. The CD will be included in the accordion file that contains test activity materials. The materials with the CRT-Alternate training CD will be mailed from Measured Progress to system test coordinators in the January 26 mailing.

### Message Board

A Message Board for questions about test administration will be available on the OPI website. The message board link, and password are included in the training CDs.

The CDs and the Message Board replace the video conferences that were used for training in previous years. It is hoped that time spent traveling to and from the video conferences can be better spent viewing the CDs and preparing training for system personnel. An online survey site is included in the CDs for input and evaluation of the system.



### Coach's Corner

The testing contractors will be sending compact disks to Test Coordinators to assist in training for test administration and test security.

✚ When you insert a disk into your Windows based computer, it will self launch and open a menu page with instructions and links to the included documents. If your computer doesn't auto start the disk or you have a Macintosh, navigate to the disk drive, right click on the name of the disk, and select Explore. Double click on a file called default.htm. This opens the menu page.

✚ The CDs contain PowerPoint presentations about MontCAS Phase 1 or MontCAS Phase 2 and Test Security. You do not need to have PowerPoint installed on your computer in order to view these presentations, but you will need a sound card in order to hear the narrated presentations. The narrated presentations will auto advance from slide to slide, or you can advance slides using the Enter key. If you wish to provide your own narration for the presentations; mute the volume on your computer.

✚ With each presentation, there is a PDF document showing each screen and its accompanying script. To view the PDF files, you will need to have Adobe Acrobat Reader installed; this software can be downloaded and installed free of charge from <http://www.adobe.com>. The menu page provides instructions on saving the PDF documents to your desktop for printing.

✚ To return to the menu page from either a PowerPoint presentation or a PDF document, click the Back button in the upper left hand side of your browser.

## Test Security

To clarify issues about test security including administration and materials, the Office of Public Instruction has compiled information in *OPI Guidelines and Procedures for Test Security*. Copies of the *Guidelines* and a summary on the training CDs will be included in pretest packages from the testing contractors. A copy is also online

<http://www.opi.mt.gov/PDF/Assessment/OPIGuideProcTS.pdf>



- It is recommended that test administration training include this information on test security.
- The *Guidelines* are in an easy-to-copy format and do not need to be copied in color.
- The *Guidelines* are the result of input and questions from test coordinators, administrators, and teachers from across the state. Jonna Brandt, the test coordinator at Hellgate Elementary, compiled and organized the information from many sources including discussions with educators from across the state. Thank you Jonna and your collaborators in this project.

## There's More to Assessment than Testing

The Office of Public Instruction will host a statewide assessment conference in May 2006.

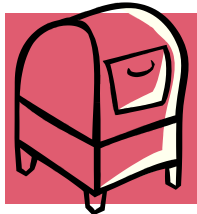
Below are details:

- May 1-2, 2006
- Red Lion Colonial Hotel—Helena, Montana
- For more information including a request for speakers:

<http://www.opi.mt.gov/assessconf/>



## PreTest Materials



Test Coordinators, please be on the look-out for your system pretest materials. Expect the pretest materials from Measured Progress for the CRT and CRT-Alternate by **January 31, 2006**. If you have not received them by then, please contact Sharon Houle, [shoule@measuredprogress.org](mailto:shoule@measuredprogress.org) OR (800) 431-8901 x2186.

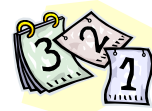
Expect the pretest materials from Riverside for the NRT (the Iowa Tests) by February 6, 2006. If you have not received them by then, please contact Meredith Durgin, [meredith\\_durgin@hmco.com](mailto:meredith_durgin@hmco.com) (800) 767-8420 x6094.



## Test Administration Materials Online by January 31, 2006

<p><b>OPI Guidelines and Procedures for Test Security</b> for all statewide testing  <a href="http://www.opi.mt.gov/PDF/Assessment/OPIGuideProcTS.pdf">http://www.opi.mt.gov/PDF/Assessment/OPIGuideProcTS.pdf</a></p>
<p>Materials for <b>MontCAS Phase 1 (NRT—The Iowa Tests)</b> Administration  <a href="http://www.opi.mt.gov/Assessment/Phase1.html#TAdmin">http://www.opi.mt.gov/Assessment/Phase1.html#TAdmin</a></p> <ul style="list-style-type: none"> <li>• MontCAS, Phase 1 Recommended Testing Schedule for Subtests and Test Sessions</li> <li>• 2006 MontCAS, Phase 1 <i>Test Coordinator's Guide</i></li> </ul>
<p>Materials for the <b>MontCAS Phase 1 (NRT—The Iowa Tests) Alternate Assessment Scales</b>  <a href="http://www.opi.mt.gov/Assessment/Phase1.html#Proc">http://www.opi.mt.gov/Assessment/Phase1.html#Proc</a></p> <ul style="list-style-type: none"> <li>• <i>Alternate Assessment Scales</i> (2002), Grade 4</li> <li>• <i>Alternate Assessment Scales</i> (2002), Grade 8</li> <li>• <i>Alternate Assessment Scales</i> (2002), Grade 11</li> <li>• <i>Assessment Handbook for Alternate Assessment Scales</i> (2002)</li> </ul>
<p>Materials for <b>MontCAS, Phase 2 (CRT and CRT-Alternate)</b> Administration  <a href="http://www.opi.mt.gov/Assessment/Phase2.html#TA">http://www.opi.mt.gov/Assessment/Phase2.html#TA</a> and  <a href="http://www.opi.mt.gov/Assessment/Phase2.html#TAAlt">http://www.opi.mt.gov/Assessment/Phase2.html#TAAlt</a></p> <ul style="list-style-type: none"> <li>• MontCAS, Phase 2 Recommended Testing Schedule for Subtests and Test Sessions</li> <li>• <i>2006 CRT Test Coordinator's Manual</i></li> <li>• 2006 CRT Test Administrator manuals for each of the grades being tested.</li> </ul>
<p>The following manual for <b>MontCAS, Phase 2 (CRT-Alternate)</b> Administration will be online by February 4 at <a href="http://www.opi.mt.gov/Assessment/Phase2.html#TAAlt">http://www.opi.mt.gov/Assessment/Phase2.html#TAAlt</a></p> <ul style="list-style-type: none"> <li>• <i>2006 CRT-Alternate Test Administrator Manual</i></li> </ul> <p>NOTE: 2006 CRT-Alternate test booklets are secure. System Test Coordinators will receive secure site information and their passwords in the mail from Measured Progress. These will be online on the Measured Progress site by February 4.</p>

## MontCAS Phase 1



### Spring 2006 Schedule of Important Dates--NRT (The Iowa Tests)

February 1-3, 2006	Riverside Publishing delivers all pretest packages to System Test Coordinators, including the <i>Montana Guide for Test Coordinators and Administrators</i> , and the training CD.
February 23-28, 2006	Riverside Publishing delivers new answer documents and Grade 4 Practice Tests to systems.
March 1-10, 2006	Systems inventory and distribute testing materials. Use the <i>FAX ME!</i> form found in the pretest package to order additional materials.
March 6-10, 2006	Systems provide local training sessions for Test Administrators.
March 21-22, 2006	Systems administer Grade 4 Practice Tests. (Optional)
March 22-April 12, 2006	Testing window
April 14, 2006	Last day for systems to return completed answer documents to the

	Riverside Scoring Service.
April 4-May 12, 2006	Tests scored at the Riverside Scoring Service. Stage 1 reports will be scored on a first-in-first-out basis and mailed approximately 15 business days from the date the answer documents are received by Riverside in a scorable condition.
May 10-16, 2006	<p>Systems review their Stage 1 score reports. Each system must review its score reports for The Iowa Tests within ten business days of receipt for discrepancies that affect system summary results. All discrepancies will be reported to Judy Snow at the Montana Office of Public Instruction for evaluation and approval. Additional information can be found in the System Test Coordinator's pretest package.</p> <p>Stage 2 reports will be completed after all the systems in the state have been scored. These reports will ship within approximately 30 business days of the last system received.</p>

### **The Future of MontCAS, Phase 1—The NRT (Iowa Tests)**

At its January 2006 meeting, the Board of Public Education began the process for a rule change that affects the statewide administration of the Iowa Tests. The board voted for a notice of hearing on a proposed amendment to the Administrative Rules of Montana (ARM 10.55.603 and 10.56.101) concerning assessment for students in grades 4, 8, and 11 in Language Arts, Reading, Math, Social Studies and Science.

The proposed amendment would be effective **after** the spring 2006 statewide administration of the Iowa Tests to all students in grades 4, 8, and 11. Following are the items under consideration:

- Testing students in grades 4, 8, and 11 in the fall of 2006. The fall testing window is October 9 – November 9. The Montana testing window would be scheduled for two weeks within that window.
- Testing a representative sample of Montana students in grades 4, 8, and 11 unless research determines that a sample is not feasible. Schools selected for the sample would be required to participate.

On February 27, 2006 at 9:00 am, a public hearing will be held in the conference room at the Office of the Commissioner of Higher Education, in the NY building at 46 Last Chance Gulch, Helena, Montana, to consider the amendment of the above-stated rules relating to assessment.



#### **Questions and Answers**

**Q:** If a sample is used, when will we know if we are in the sample?

**A:** The tentative contact date is scheduled for mid August 2006?

**Q:** What if we want to test all our students in grades 4, 8, and 11?

**A:** Any school that wants to continue testing students in grades 4, 8, and 11 will be included in the state contract with Riverside Publishing Company.

**Q:** What if we want to test students in grades other than 4, 8, and 11?

**A:** Riverside Publishing Company will continue its policy to offer discounts.

## MontCAS Phase 2

### **Data Entry for Bar Codes for Spring 2006 CRT and CRT-Alternate Testing**

The window for data entry closed on January 19, 2006 for students in grades 3-8. The window remains open until February 10, 2006 for systems choosing to enter data for students in grade 10. Systems have been active and successful in the data entry process. The Help Desk at Measured Progress has answered numerous questions and provided intense help.

For the final stages of data entry for grade 10, systems may continue to contact Measured Progress for assistance. The toll free number is 1-888-792-2741.

Many thanks for all the questions, concerns, and clarifications regarding this system and for assistance with the improvements in it for this cycle of data entry.



### **Spring 2006 Schedule of Important Dates CRT and CRT-Alternate**

CRT-Alternate dates and information are shaded in blue.

January 20, 2006 - February 10, 2006	Optional data entry and verification window <b>for grade 10 CRT only</b> --for districts/schools not entering data for grade 10 during the December 5 - January 19 window.
January 26, 2006	<i>CRT Test Coordinator Manual(s)</i> and Pre-Administration Training CDs mailed to System Test Coordinators CRT-Alternate test activity materials and training CD delivered to System Test Coordinators. System Test Coordinators distribute them to teachers administering the CRT-Alternate.
February 4, 2006	Test Coordinators download and print the following materials for teachers administering the CRT-Alternate (Details will be in the January <i>JUMP</i> ). <ul style="list-style-type: none"> <li>• 2006 CRT-Alternate Test Administration Manual</li> <li>• CRT-Alternate test booklets (these are by grade and require a password).</li> </ul>
February 4, 2006	System Test Coordinators view CRT Pre-Administration Training CDs and begin accessing Message Board to view or ask questions.
February 13 – March 29, 2006	CRT-Alternate testing window.
February 4 – 26, 2006	Window for System Test Coordinators to provide pre-administration training to school test coordinators and CRT test administrators.
February 21 – 24, 2006	Testing materials from Measured Progress arrive to System



	Test Coordinators. <ul style="list-style-type: none"> <li>• CRT Materials</li> <li>• CRT-Alternate Kits (answer documents, labels, envelopes, and instructions.) Test Coordinators and teachers administering the CRT-Alternate prepare these for use.</li> </ul>
March 6 – March 29, 2006	CRT testing window.
End of system's testing window – April 3, 2006	Window for returning used CRT student response booklets (SRBs) and used CRT-Alternate student kits to Measured Progress.
April 3, 2006	UPS statewide pickup of used CRT student response booklets (SRBs) and used CRT-Alternate student kits (if a UPS pickup has not been previously arranged by the system).
April 7, 2006	UPS statewide pickup of all other test materials (if a UPS pickup has not been previously arranged by the system).
April 24 – May 18, 2006	Window for online verification of student demographic data after testing for the CRT and CRT-Alternate
June and July 2006	CRT and CRT-Alternate standard setting meetings (grades 3-8 & 10)

## New This Year

### CRT and CRT-Alternate

Grades 3, 5, 6, and 7 will be added to the grades tested by the CRT and the CRT-Alternate in the spring of 2006. With the new grades are some new procedures. They include:

- CRT
  - Students in grades 5, 6, and 7 will record their answers in a student response booklet (SRB) as do the students in grades 4, 8, and 10.
  - Students in grade 3 will record their answers directly in the test booklets.
- CRT-Alternate
  - The CRT-Alternate Assessment in grades 3, 5, 6, and 7 will use several short activities called tasklets. Grade 4, 8, and 10 will continue the use of one longer activity called a task.

## Reminder

### CRT-Alternate

The testing window for the CRT-Alternate is Feb. 13 – March 29, 2006. The week of February 13 is intended to be used by teachers for training and planning.

# Enrollment Count

## Spring 2006 Testing Window

The window for the disaggregated enrollment data submitted to the Office of Public Instruction opens on March 6. The count date is the last day of your school's testing window (March 6-29). The enrollment data is due to the County Superintendent of Schools on April 13 and to the OPI on April 20.

The disaggregated enrollment data and the demographic information (on bar codes or bubbled on student response booklets for new students) submitted to Measured Progress for the CRT and CRT-Alternate should match. The same data source should be used for both, and it is recommended that the same person compile and report the data. This is a role more appropriate for a data person rather than for the Test Coordinator.

Citrix log in and passwords are needed to gain access to the submission site for this OPI data collection. Don't forget that your password changes every other month. Everyone's password should end with the letters MA (March/April).

## CRT and CRT-Alternate Standard Setting—2006

Standard setting, the process of determining cut points for performance levels for the CRT and the CRT-Alternate, will be conducted in June and July of 2006.

Panels of Montanans, including classroom teachers, curriculum specialists, school administrators, parents, and school board members, will participate in this process. Measured Progress will facilitate. Below are details:

- Applications to participate will be announced in the March 2006 *JUMP*.
- All meetings will be at the Red Lion Colonial Hotel in Helena.
- Participants will be reimbursed for travel, meal (those not provided during the sessions), and lodging expenses.
- Participants will receive renewal units and an honorarium
- Dates
  - June 21-22
    - CRT, Reading and Math, grades 4, 8, and 10
  - June 20-22
    - CRT-Alternate, Reading and Math, grades 3-8 and 10
  - July 26-27
    - CRT, Reading and Math, grades, 3, 5, 6, and 7



## CRT and CRT-Alternate Testing Windows for Spring 2007

The tentative windows are:

- ✚ CRT: March 6 – March 29, 2007
- ✚ CRT-Alternate: Feb. 13 – March 29, 2007



## **Other Assessment Information**

### **Montana University System Writing Proficiency Information**

For the policy and a brief introduction, please go to the following link:

<http://mus.montana.edu/writingproficiency/index.htm>

#### **Contact Information**

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